

# Request for Replacement Document

If you have lost your copy of a Statement of Attainment, Certificate or Transcript, RETS will re-issue them to you.

Step 1: You will need to email the RETS office with your Request for Replacement Document Form and attach a copy of your photo identification.

Step 2: You will be invoiced the applicable fee (see below).

Step 3: Upon receipt of payment your document will be processed and sent to you within seven days.

Replacement of documents lost or misplaced	Cost (incl GST)
Archival retrieval and replacement of Statement of Attainment or Transcript – posted	\$55
Reprint of CPD Certificate of Completion – emailed	\$33

In order for issuance of a lost or replacement document to be considered, the request must be received in writing and will be considered subject to the conditions outlined in the Student Handbook and RETS Policies and Procedures. You must ensure that you have read and understood these conditions before submitting this form. Once complete, please email to [admin@rets.com.au](mailto:admin@rets.com.au) .

## Student Details

Full name:

Address:

Phone:

Email:

Name of Course Completed:

Estimated Date of Completion:

Attached Certified copy of Photo ID:

## Student Declaration

Name:

Signature:

Date:

## OFFICE USE ONLY

Verified course completion	Date of completion: ___/___/___ Checked by: _____
Photo ID received	
Invoiced	Date: ___/___/___
Paid	CC/DD/PP Date: ___/___/___
Document reproduced	Date: ___/___/___
Document sent to student	Email/Post Date: ___/___/___